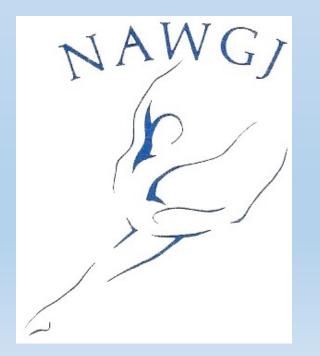
## Financial Reports for new SJDs (and for those wanting review)



July 12, 2023

Robin Ruegg, NAWGJ Finance Director



### Financial Reports

- Use the most current Financial Report form from the NAWGJ web site, please.
- Run all transactions through your bank account
- Match up your receipts & bank accounts
- Calculate automatically in reports (some cells locked)
- Balance everything

## Step-by-Step—you can do it!



		NΔV	VGI	Quarte	rlv	Fina	ncial Repo	ort			
ate		Name:	<del></del>	<del>Qualité</del>	,		Q1 (Nov-Jan) Due Fel				
osition		Address:					Q2 (Feb - April) Due !				
egion		Addiess.					Q3 (May - July) Due A				
ate		Phone:					Q4 (Aug - Oct) Due No				
utc	Incon					Evne	enses	0 V 2 U			
46410			1		C0010						
46410 47240		p/Other Fund	draiser				Cup/Other Fundraise				
47200	Assignin	Vorkshops			68300		al Judges Cup				
45030		Income (ch	ocking)				e & Mailing				
+3030	interest	income (cir	ecking)				ing Supplies				
43450	Donation	າ (USAG, indi	vidual et	tr.)			one/Internet/Web		_		
46400		come (pleas		,			g/Copies				
		(μ					onal/Clinic/Workshop	)			
							tional/Gifts/Donation				
N/A	Income f	rom State/	Reg/Na	t			, , , , , , , , , , , , , , , , , , , ,				
N/A	Helping		- U		N/A	NAWG	Disbursement(expla				
					N/A	Helping	Hands donation				
	Voided (	Checks or Re	efunds		60920	Membe	erships (NAWGJ)				
	ck#	Expense (	Specify)		65010	Membe	erships to Affiliates				
					65100	Bank Cl	narges				
					65000	Assigni	ng				
						Other E	expenses (Specify)				
					69700	Over &					
	Tot	tal Incom	e	\$ -		To	otal Expenses	\$	-		
LANCE	Checking		forward from last period								
LCULAT.			•	d (from above)		(add)		\$	-		П
		Transfer fr	om savi	ngs		(add)					4
							SUBTOTAL	\$	-		4
				iod (from above	e)	(subtr		\$	-		1
		Transfer t	o savin	gs		(9	ubtract)				
							TOTAL CHECKING	\$	-		
				ckbook balance	from p	age 2		\$	-		
	Savings			rom last period							
		Interest ea				(add)	45030				
		Transfers f	rom che	ecking (add)				\$	-		
							SUBTOTAL	\$	-		
		Transfer to	checki	ng	(sı	btract)		\$	-		
							TOTAL SAVINGS	\$	-		
			DIAL	CHECKING A	ND SA		\$ -				
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Other Outstanding Items

# It's too much!

	NAWGJ Quarterly Financial Report						
Date	Name:	Q1 (Nov-Jan) Due February 20					
Position	Address:	Q2 (Feb - April) Due May 20					
Region		Q3 (May - July) Due August 20					
State	Phone:	Q4 (Aug - Oct) Due Nov 20					

Let's start with the information:

Name: Sarah Weninger

Date: 10/31/2022 Address: 456 Main Street

Position: SJD Mandan, ND 58554

Region: 4 Phone: 987-654-3211 Be sure to X the

State: ND correct quarter!

	Income	
46410	Judges Cup/Other Fundraiser	
47240	Clinics/Workshops	
47200	Assigning Fees	
45030	Interest Income (checking)	
43450	Donation (LICAC individual ata)	
	Donation (USAG, individual etc.)	
46400	Other Income (please explain)	
N/A	Income from State/Reg/Nat	
N/A	Helping Hands	
	Voided Checks or Refunds	
	ck# Expense (Specify)	
	Total Income	

#### Look at the bank statements:

Income total of \$1380 in October statement (none in August or September)

That consists of: \$221 Assigning, \$187 Donation, \$972 Head Tax (other income)

	Expenses			
60910	Judges' Cup/Other Fundraiser			
68330	National Judges Cup			
68300	Meetings			
65020	Postage & Mailing			
65040	Operating Supplies			
65050	Telephone/Internet/Web			
65030	Printing/Copies			
68330	Educational/Clinic/Workshop			
65160	Promotional/Gifts/Donations			
N/A	NAWGJ Disbursement(explain)			
,				
N/A	Helping Hands donation			
60920	Memberships (NAWGJ)			
65010	Memberships to Affiliates			
65100	Bank Charges			
65000	Assigning			
	Other Expenses (Specify)			
69700	Over & Short			
	Total Expenses			

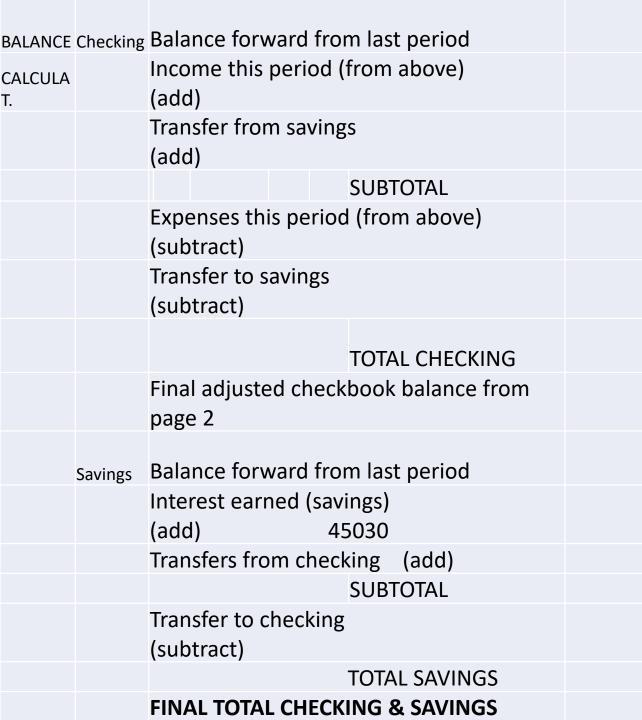
Look at Bank Statements. Note that I scribbled on them—this is FINE! You may want to use a spreadsheet, Quickbooks, your checkbook (if you keep one) or other ways to note the expenses. This is a relatively simple report, so I just did it by hand.

#### Expenses:

\$127 Memberships (non-NAWGJ)—Aug statement \$6261.52 Paid judges' expenses for clinics (Aug & Oct) \$44.22 Cost of checks (October)

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\$6432.74 Total



Look at August bank statement—The beginning balance is \$12,148.43

The actual form/spreadsheet will total the amounts from above—and it's locked! That's to help you balance everything. (nawgj to unlock if you're desperate)

Income \$1,380 Subtotal \$13,528.43

Expenses \$6,432.74

TOTAL CHECKING \$7,095,69 (Compare—does that match the ending bank balance in October?)

ND does not have a savings account, so you're done with page 1...almost!

CHECKING AC	COUNT	SAVINGS ACCOUNT
Signers:		
Bank Name		
Address		
Account #		
Phone #		
riione #		

There should be 3 signers on your bank account—the SJD, the RJD and the National Finance Director. In this case, Sarah Weninger, Robin Smith and Robin Ruegg

Bank name, address, account number and phone number are on the bank statements—please fill in.

Outstanding		Outstanding			Amo
Deposits	Amount	Items		Ck#	unt
(Deposits made		(Checks			
that do		written that			
not yet appear on		do not yet			
bank		appear on			
		bank			
statement)		statement)			
		Other Outstanding			
		Items		(Total)	
TOTAL Deposits					
Outstanding		TOTAL Outstand	ling		

If you do your financial reports from your bank statements, you will NOT have to do this (though you do need to sign and have a financial assistant review your work)

Let's pretend that Sarah wrote out a \$100 check number 1234 for Operating Supplies. It is not reflected in the bank statement yet. How does that change the front page of your report?

ADJUSTED BALANCE CALCULATION						
Enter balance shown on bank statement	\$					
Add outstanding deposits (from above)	\$					
Subtotal	\$					
Subtract outstanding checks (from above)	\$					
FINAL ADJUSTED BANK BALANCE	\$					
Enter balance from checkbook	\$					
Errors—add	\$					
Errors—subtract	\$					
Add interest	\$					
Subtract bank charges	\$					
FINAL Adjusted Checkbook Balance	\$					
(Final adjusted Bank Balance and Final Adjusted Checkbook Balance should be the same)						

Sarah wrote out a check for \$100 that does not show up on the bank statement.

The bank balance is \$7,095.69 (end of October)

You subtract the \$100 from the balance shown on the bank statement.

If you were using a checkbook, the checkbook balance would be \$6995.69

Go back to the front page of your report, add In the \$100 for operating supplies, and recalculate. (just cross off your old numbers)

P.S. This gets confusing to me too.

	Signatu	re		State/Region			Date		
		Assistant has reviewed the monthly expenditures and they are all							
	included in the budge approved by the SGB of							(date)	
	supported by specific receipts for each expenditure (debit card statements are not sufficient).								
Name:	D			Date:					

#### Last step!

Electronic signatures are ok. Or alternatively have Financial Assistant email this same information.

Sarah Weninger signed from ND/Reg 4 on 11/20/2022

The financial assistant X'd both boxes. The SGB approved on 11/20/2022

Financial assistant name is Robin Huebner and she also signed on 11/20/2022 (Yes, we have lots of Robin's in Region 4!)

## Let's Check your work

• I'll hand out Sarah's actual quarterly report

## Support our Mission

Our mission is:

Our finances are meant to support this mission.
As a 501(c)(3) organization—
we need to spend
most of our money on the mission.

Provide Professional Development for members

Support & promote women's gymnastics in the United States

## Questions or comments?

